



Radiocommunication Bureau

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Circular Letter
3/LCCE/23

22 July 2004

**To Administrations of Members of the ITU and other members of the
Radiocommunication Sector participating in the work of Working Parties 3J, 3K, 3L and 3M
of Radiocommunication Study Group 3**

Subject: Meetings of Working Parties 3J, 3K, 3L and 3M

Working Party 3J: Propagation fundamentals

Working Party 3K: Point-to-area propagation

Working Party 3L: Ionospheric propagation

Working Party 3M: Point-to-point and Earth-space propagation

Introduction

By means of this Circular Letter, we wish to announce that the meetings of ITU-R Working Parties 3J, 3K, 3L and 3M will take place in the ITU Headquarters in Geneva, from 18 to 27 October 2004, immediately followed by a meeting of Study Group 3 (see Table below).

Group	Date	Opening
Joint Meeting of Working Parties	20 October 2004	20 October 9:30-10:30 hours
Working Party 3J	19-27 October 2004	19 October 9:30-10:30 hours
Working Party 3K	19-27 October 2004	19 October 10:45-12:00 hours
Working Party 3L	25-27 October 2004	25 October 09:30-10:30 hours
Working Party 3M	18-27 October 2004	18 October 10:45-12:00 hours
Study Group 3	28-29 October 2004	28 October 9:30 hours

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. Registration of delegates will start at 08:30 hours on the opening days.

Programme of the meetings

Draft agendas for the meetings of Working Parties 3J, 3K, 3L and 3M are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/que/rsg3/index.asp>. The Working Parties will conduct their work in English.

It should be noted that, in accordance with § 2.25 of Resolution ITU-R 1-4, it is possible for draft Recommendations prepared during the Working Party meetings to be submitted directly to the Study Group meeting to be held immediately thereafter (28-29 October 2004).

Contributions

Contributions in response to the work of Working Parties 3J, 3K, 3L and 3M are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-4, posted on <http://www.itu.int/ITU-R/study-groups/rsg3/index.asp> and distributed to participants at the opening of the meeting.

The contributions should be sent to the Radiocommunication Bureau for processing. A copy should also be sent to the Chairmen of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 3. The pertinent addresses can be found on: <http://www.itu.int/ITU-R/study-groups/rsg3/index.asp>. Participants are encouraged to submit contributions by electronic mail to:

elizabeth.mostyn@itu.int

As decided at the last meeting of the Study Group 3 Steering Group, the deadline for submitting contributions is Tuesday, 12 October 2004 at 17:00 hours Geneva time. Documents received after the deadline will be forwarded to the next meeting of the concerned Working Party.

Visa requirements

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Any such request must specify the name and functions of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the approved registration form approved for the ITU conference or meeting in question.

Participation

The intended participation of your representative(s) should be advised not later than one month before the opening of the meeting, by means of the annexed form (Annex 3) (to be photocopied as required). For hotel accommodation see: <http://www.itu.int/travel>.

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Members of the ITU and other members of the Radiocommunication Sector participating in the work of Working Parties 3J, 3K, 3L and 3M of Radiocommunication Study Group 3
- ITU-R Associates participating in the work of Radiocommunication Study Group 3
- Chairman and Vice-Chairmen of Radiocommunication Study Group 3
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

Annex 1

Draft agenda for the meeting of Working Party 3J

(Geneva, 19-27 October 2004)

(opening at 9:30 hours on 19 October 2004)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Questions assigned to the Working Party (Doc. 3/1 available on:
<http://www.itu.int/md/meetingdoc.asp?type=sitems&lang=e&parent=R03-SG03-C-0001>)
- 4 Issues concerning future WRCs
- 5 Studies requested by the first session of the Regional Radiocommunication Conference (RRC-04) – Resolution COM4/4
- 6 Organization of the work during the meeting
 - 6.1 Allocation of texts and documents
 - 6.2 Liaison statements
- 7 Reports by Subgroup Chairmen and discussion of documents
 - 7.1 3J-A Effects of the clear atmosphere (C. Gibbins)
 - 7.2 3J-B Effects of cloud and precipitation (M. Pontes)
 - 7.3 3J-C Noise and radiometry
 - 7.4 3J-D Global mapping (J.P.V. Poiars Baptista)
 - 7.5 3J-E Statistical aspects (G. Brussaard)
 - 7.6 3J-F Vegetation and obstacle diffraction (A. Nyuli)
 - 7.7 3J-G Ground-wave propagation
- 8 Handbook on Radiometeorology
- 9 Approval of output documents
- 10 Any other business

G. BRUSSAARD
Chairman, Working Party 3J

Documentation relevant to the meeting of Working Party 3J

Question ITU-R 201-2/3

Question ITU-R 209/3

Question ITU-R 202-1/3

Question ITU-R 214-1/3

Chairman's Report, Chairman, WP 3J, Doc. 3J/33 (28 January 2004)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-4

Draft agenda for the meeting of Working Party 3K

(Geneva, 19-27 October 2004)

(opening at 10:45 hours on 19 October 2004)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Questions assigned to the Working Party
- 4 Examination of WP 3K Chairman's Report (Doc. 3K/34)
- 5 Issues concerning future RRC and WRCs
- 6 Studies requested by the first session of the Regional Radiocommunication Conference (RRC-04) – Resolution COM4/4
- 7 Organization of the work during the meeting
 - 7.1 Allocation of texts and documents
 - 7.2 Liaison statements
- 8 Work programme
 - 8.1 Propagation aspects concerning terrestrial path specific prediction methods in the frequency range 30 MHz – 3 GHz (3K-1, A. Paul)
 - 8.2 Propagation aspects concerning terrestrial path general prediction methods in the frequency range 30 MHz – 3 GHz (3K-2, P. McKenna)
 - 8.3 Propagation aspects concerning short-path personal communications and wireless LANS in the frequency range 300 MHz – 100 GHz (3K-3)
 - 8.4 Propagation aspects concerning terrestrial wireless access systems (3K-4, T. Tjelta)
 - 8.5 Handbooks
- 9 Approval of output documents
- 10 Future work programme
- 11 Any other business

R. GROSSKOPF
Chairman, Working Party 3K

Documentation relevant to the meeting of Working Party 3K

Question ITU-R 203-3/3

Question ITU-R 211-2/3

Chairman's Report, Chairman, WP 3K, Doc. 3K/34 (7 January 2004)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-4

Draft agenda for the meeting of Working Party 3L

(Geneva, 25-27 October 2004)

(opening at 09:30 hours on 25 October 2004)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Questions assigned to the Working Party
- 4 Issues concerning future WRCs
- 5 Work Programme of the meeting
 - 5.1 Reports by the Chairmen of Rapporteur Groups
 - 5.1.1 Correspondence group on HF digital communications (Cole)
 - 5.1.2 Correspondence group on PLT (Eden)
 - 5.1.3 Propagation above about 2 MHz (3L-RG1, vacant)
 - 5.1.4 Propagation below about 2 MHz (3L-RG2, Wang)
 - 5.1.5 Trans-ionospheric propagation (3L-RG3, Leitinger)
 - 5.1.6 Measurements and data banks (3L-RG4, Wakai)
 - 5.2 Presentation and discussion of documents
 - 5.3 Organization of drafting groups and allocation of documents
 - 5.4 Liaison with other groups (including response to liaison statements)
- 6 Approval of output documents
- 7 Future work
- 8 Any other business

J. WANG
Chairman, Working Party 3L

Documentation relevant to the meeting of Working Party 3L

Question ITU-R 212-1/3	Question ITU-R 222-1/3
Question ITU-R 213-1/3	Question ITU-R 225-3/3
Question ITU-R 218-2/3	Question ITU-R 226-2/3
Question ITU-R 221/3	Question ITU-R 227-1/3
	Question ITU-R 229/3

Chairman's Report, Chairman, WP 3L, Doc. 3L/16 (16 January 2004)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-4

Draft agenda for the meeting of Working Party 3M

(Geneva, 18-27 October 2004)

(opening at 10:45 hours on 18 October 2004)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Questions assigned to the Working Party (Doc. 3/1)
- 4 Working Party Chairman's Report (Doc. 3M/45)
- 5 Requirements for WRC-07
- 6 Organization of the work during the meeting
- 7 Work programme of the meeting
 - 7.1 Propagation aspects of terrestrial point-to-point communication (3M1 – T. Tjelta)
 - 7.2 Propagation aspects of Earth-space communication (3M2 – G. Feldhake)
 - 7.3 Propagation aspects of interference and coordination (3M3 – D.F. Bacon)
 - 7.4 Specific aspects (3M4 – C.D. Wilson)
 - 7.4.1 Climatic parameters (3M4A – T. Tjelta)
 - 7.4.2 Precipitation effects (3M4B – M.S. Pontes)
 - 7.4.3 Effects specific to mobile-satellite and broadcasting-satellite communication (3M4C – D.V. Rogers)
 - 7.4.4 Data banks (3M4D – B. Arbesser-Rastburg)
- 8 Liaison with other groups (including response to liaison statements)
- 9 Handbooks
- 10 Future work programme
- 11 Any other business

C.D. WILSON
Chairman, Working Party 3M

Documentation relevant to the meeting of Working Party 3M

Question ITU-R 204-3/3	Question ITU-R 208-2/3
Question ITU-R 205-1/3	Question ITU-R 226-2/3
Question ITU-R 206-3/3	Question ITU-R 228/3
Question ITU-R 207-3/3	

Chairman's Report, Chairman, WP 3M, Doc. 3M/45 (1 February 2004)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-4

ANNEX 2



Registration Form ITU-R Meetings Geneva, Switzerland, 4 October – 5 November 2004

Radiocommunication Bureau

I wish to participate in

WP 4-9S 4-11/10	WP 4B 4-11/10	WP 1A 11-15/10	WP 1B 11-15/10	WP 1C 11-15/10	SGs 4 & 9 12/10			WP 4A 13-21/10	SG 1 18-19/10		
					E	F	S		E	F	S
WP 3J 19-27/10	WP 3K 19-27/10	WP 3M 18-27/10	SG 4 22/10			WP 3L 25-27/10	WP 6Q 25-27/10	WP 6M 25-28/10	TG 6/9 26-29/10		
			E	F	S						
WP 6E 26/10-3/11	SG 3 28-29/10		WP 6P 28/10-2/11	WP 6S 28/10-2/11	WP 6A 1-3/11	WP 6R 1-3/11	SG 6 4-5/11				
	E	F	S				E	F	S		

Mr. Mrs. Ms. Miss:
(family name) (first name)

Accompanied by family member(s):
(family name) (first name)

1. REPRESENTATION

Name of Member State:

- Head of Delegation Deputy Delegate
(to be completed by representatives of Member States only)

Name of Sector Member:

- | | |
|---|--|
| <input type="checkbox"/> Recognized Operating Agencies | <input type="checkbox"/> Regional Telecommunication Organizations |
| <input type="checkbox"/> Scientific or Industrial Organizations | <input type="checkbox"/> Intergovernmental Organizations operating Satellite Systems |
| <input type="checkbox"/> UN, Specialized Agencies and the IAEA | <input type="checkbox"/> Other Entities dealing with Telecommunication matters |
| <input type="checkbox"/> Regional and other International Organizations | <input type="checkbox"/> Associates |

2. OFFICIAL ADDRESS

Name of the Company:

Street address:

City/State/Code/Country:

Business tel.: Fax:

E-mail: In case of emergency:

3. DOCUMENTS English French Spanish

Date: Signature:

For BR Secretariat use only			
Approved (if applicable)	Personal Section	Meeting Section	Pigeonhole
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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